



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
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| APPRAISER TECHNICIAN | 28 | E | 7.461 |

DEFINITION OF CLASS:

Under general supervision, provides technical support to appraisal staff; reviews completed appraisal reports for proper mathematical calculations and class codes; assists in compilation of field data; compiles information; performs data entry; and may supervise clerical or other support staff.

DISTINGUISHING CHARACTERISTICS:

Positions in this class provide technical support to property appraisers. Incumbents in the class function with considerable independence. It is a single level class. Employees in the class have the opportunity to develop the basic skills and acquire the knowledge required to compete for positions in the Property Appraiser Trainee classification.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Reviews appraisals by verifying that drawings are to scale, correctness of mathematical computations and building classifications and appraiser's calculation of replacement costs and depreciation of improvements are accurate.

Gathers information from appraisers, inputs information into the computer system and assists appraisers in compiling various reports.

Maintains records of staff expenses and produces monthly statement of budget account.

Photocopies parcel records obtained from assessor's office to provide assessor with necessary information.

Participates in conducting appraisals by physically inspecting property and measuring improvements to attain taxable value.

Assists in investigating title company records by researching records of sale to determine if it is an acceptable comparison to other sales within the area.

EXAMPLES OF WORK: (Cont.)

Performs various administrative/clerical tasks to aid in office operations such as: answering the telephone, filing and/or destroying documents, greeting and assisting visitors, typing reports and correspondence, and maintaining an appropriate stock level of office supplies.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of residential and commercial cost manuals in order to retrieve necessary information contained within them. Knowledge of statutes, rules, regulations and procedures relating to the appraisal process.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal theory, building construction types and materials and their associated terminology for accurate appraisal review. Knowledge of office procedures to maintain files, route phone calls, typing and filing, etc.

Skill in computing general mathematics in order to ensure accurate appraisal review and monthly budget statement. Skill in operating various office equipment such as photocopier, microfilm reader and printer, and a computer terminal in order to carry out the duties of the job.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and two years of semi-technical experience involving data gathering and/or recording of appraisal, assessment, sale or transfer of real property;
OR

II

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | <u>7.461</u> |
| REVISED: | 01/25/80 |
| REVISED: | 12/19/85-12 |
| REVISED: | 07/01/93P |
| | 09/24/92PC |